

Special Event Process Flowchart

STEP A: INITIAL CONTACT

APPLICANT SUBMITS EVENT NOTIFICATION FORM

STEP B: EVENT NOTIFICATION FORM RECEIVED AND INITIALLY REVIEWED

Colette Ramirez
Community Events Manager
541-682-6347

Louranah Janeski,
Engineering Permit Technician
541-682-5273

Shawn Marsh
EPD Sergeant
541-682-5633

- Reviews Event Notification Form
- Sends email confirmation to applicant (3-5 business days)
- Sends application to staff to determine necessary permits

STEP C: PERMIT STAFF REVIEW

Determine necessary permits:

Public Works

Louranah Janeski

Block Party Permit
ROW Permit

Police

Shawn Marsh

Security
Traffic Control
Road Race/Parade Permit

Fire

Amy Linder

Fire Safety Permit

Parks

Richard Zucker

Park Use Rental
Standard/Special Use Permit

Building

Charlotte Curtis

Commercial
Construction
Permit

STEP D: PERMITS AND ADDITIONAL REQUIREMENTS DETERMINED

- Applicant is notified with pending items and permits to be completed.
- Applicant must complete conditional items and obtain permits; otherwise, event is not approved.

Applicant provides:

- Proof of \$2 million General Liability Policy Insurance
- ADA Plan
- Site Plan/Route Map
- Environmental Impact Plan
- Traffic Control
- Emergency/Medical Plan
- Parking Plan
- Affected Party/Public Notification

STEP E: FINAL APPROVAL (Up to 60 days)

- Once all permits and requirements have been completed, Special Event is approved.
- If determined that event does not meet approval requirements, applicant will be notified of denial of event.